

# MONROE COUNTY, FLORIDA

## JOB DESCRIPTION

**Position Title:** SPECIALIST INSURANCE  
**Position Grade:** 07  
**FLSA Status:** NON-EXEMPT

**Date:** 05/11/05  
**Class Code:** 7-15

### GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

The Insurance Specialist's primary function is to handle all employees eligible for health, dental, life, (enrollment, dependent coverage, terminations.) insurance.

### KEY RESPONSIBILITIES

1. \* Process all new group insurance enrollees (DATABASE, Sect. 125, dependent coverage).
2. \* Maintain eligibility with TPA, PBM, dental & vision carriers.
3. \* Handle dependent coverage (COBRA premiums, late enrollees, eligibility.)
4. \* Administer COBRA (initial notification, terminations, disability.)
5. Processing of invoice payments for entire department.
6. Handle any voids, stop payments, checks to be reissued, abandoned property.
7. Group Insurance Newsletter (Working Wellness).
8. \* Back up to Group Insurance Administrator.
9. Responsible for the office's retention and destruction of records.
10. Process billings for departments and entities covered by Group Insurance Plan.
11. Coordinate annual Health Fairs with direction of the Group Insurance Administrator.

**\*Indicates an essential job function**

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### KEY JOB REQUIREMENTS

**Education:** High School or GED required.

**Experience:** 1-2 years minimum amount of prior related experience.

**Impact of Actions:** Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals or activities of others outside of the assigned department.

**Complexity:** Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.

**Decision Making:** Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

#### Communication

**with Others:** Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

**Managerial** Involves no responsibility of authority for the direction of others.

#### Skills:

**Working Conditions/** Normal office situation;

**Physical Effort:** Typically sitting at a desk or table; Typically standing and/or walking.

**Other:** Preferred knowledge of Microsoft Office (Word, Excel & Access Programs).

### APPROVALS

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*On this date, I have received a copy of my job description relating to my employment with Monroe County:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_